Knowledge Center Operational Group (KCOG) Tips

How to Enroll in a Course
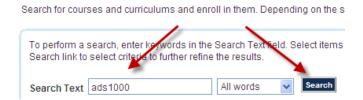
Step 1: Follow the following trail:

Home >> **Learning Center** >> **Course Catalog**

Step 2: Enter the course number or title in the search work and hit search.

For illustration:

Course Catalog

Search for courses and curriculums and enroll in them. Depending on the s

To perform a search, enter keywords in the Search Text field. Select items
Search link to select criteria to further refine the results.

Search Text [ads1000] [All words ▼] [Search]

Step 3: The course will populate, click the underlined title.

Records found: 1

		Title
ℹ	✅	VDSS - ADS1000: Adult Services/Adult Protective Services New Worker Policy Training
This course is APS Mandatory within the first year of employment. The courses teaches the provis...

Step 4: Sections will populate with the region (CRTO, ERTO, NRTO, PRTO, or WRTO). Click the underlined title of the event for which you want to enroll.

Sections
Below is a list of current sections for this classroom course. You can manage your enrollment when you view the details of each section.

Title	Dates	Enrollment	Section Status	Section Format
ℹ VDSS - ADS1000: Adult Services/Adult Protective Services New Worker Policy Training (PRTO)	10/16/2012 9:00 AM - 10/18/2012 4:00 PM	Not Enrolled	Open	In-Person
ℹ VDSS - ADS1000: Adult Services/Adult Protective Services New Worker Policy Training (NRTO)	10/24/2012 9:00 AM - 10/26/2012 4:00 PM	Not Enrolled	Open	In-Person
ℹ VDSS - ADS1000: Adult Services/Adult Protective Swervices Worker Policy (CRTO) (Class Owner: Christal Robinson-Mitchell)	11/27/2012 9:00 AM - 11/29/2012 4:00 PM	Not Enrolled	Open	In-Person

Step 5: Click Enroll

[Enroll]

You must enroll in this item if you want to access it.

Title	Date/Time	Recurrence	Days	Location	Instructor
VDSS - ADS1000: Adult Services/Adult Protective Services New Worker Policy Training (PRTO)	10/16/2012 9:00 AM - 10/18/2012 4:00 PM	No Recurrence		Section Format: In-Person
The Knowledge Center Training Room, VDSS Training Center Piedmont (VTCP) (Roanoke, VA)

Additional Info:
Pre-Enrollment Comments: | ANN THOMAS |